Covansys

Weekly Executive Status Report

Project: Statewide Voter Registration System

Project Manager: W. Gary Bush For Week Ending: 13-May-05

Project Schedule:

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73 days used of 336 total project days

22% of implementation schedule expended

Project Highlights

The following represent the most important facts about the project as of this status report:

Requirements Gap Documents Completed

- All relevant Gap documents approved.
- All FRSD's in process. 8 FRSD drafts reviewed this week. Remainder to be reviewed next week.
- Of 121 Parking Lot items: 71 are closed, 22 remain open, and 28 are state/VK additions to the list and yet unresolved

Business Transition Change Management Plan Underway

- Visits to 2 Pilot counties have been scheduled for next week for assessment of training needs.
- Initial Newsletter released. Web Site slated for debut next week.

Initial Hardware Site Surveys In Review.

- Confirmation of County Servers and T-1 lines received.
- Confirmation of hardware count and placements is still underway.

Initial Data Conversion Collections Completed or Scheduled

- Data from 17 of 21 counties has been received.
- Sequoia systems to supply data for last 4 counties next week.
- Exception reports for initial counties to be released next week.
- Exception reports for 1st cycle conversions slated for all counties for June 1st.

Recent Accomplishments

The tasks listed below were completed recently by the project team:

				Scheduled	
Project Plan				Complete	
Phase Key	Task	Who	Start Date	Date	Comments
P2a	Review/Submit/Obtain Signoff of Gap Templates			29-Apr	
p7a2	Collect data from each data source			17-May	
P2d	Develop Business Change Strategies			10-May	Initial Newsletter and first Bulletin released

Work in Progress

The tasks listed represent the activities in which the team is engaged the week following this reporting period.

Project Plan Phase Kev	Task	Who	Start Date	Scheduled Complete Date	Comments
P2b	Review/Submit/Obtain Signoff of FRSD		- Giant Batte		8 of 16 completed this week
P2c	Prepare/Distribute Draft Requirements Traceability Matrix (Internal Review)			20-May	Currently in drafting
P2d	Develop Business Change Strategies			20-May	Web site delayed until next week
P2e	Conduct County Hardware Site Surveys			17-May	Final results still being updated
P3d	Clarify and Define Training Needs			TBD	County visits not all scheduled
P3a	Detail Architectural Components (Hardware, Software, Design)			20-May	Software issues pending FRSD's
P7b1	Prepare External Interface Integration Design Document			20-May	Initial meetings with DIA's were scheduled. One remaining.

Coming Events

Upcoming Activities

The events listed below are highlights scheduled for the near future of the project.

Status	Event	Start Date	Scheduled Complete Date	Comments
Scheduled	Weekly Team Status Meetings	17-May	On-going	Every Tuesday @ 9:30AM
Scheduled	Complete the State reviews of Functional Requirement Specification Documents	9-May	20-May	Underway
Planned	Release of Data Conversion Reports to Counties	20-May	24-Jun	Being prepared at Aradyme

Scheduled	SRVS Website Activation	20-May	Coding underway

roject Sc	ope Changes The foll	lowing changes to the project scope have t	peen proposed b	oy Covansys to	The State of	New Jersey
			Change Request	CR Approval		,
	CR Status	Change Request	Owner	Date	CR Impact	Comments
	Accepted	Addition of 6th county to Pilot Group	WG Bush	4-Apr-05	Medium	6th county now confirmed
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High Level Project Schedule

ID	Task Name	Duration	Start	Mar Apr May Jun Jul Aug Se 2/27 3/13 3/27 4/10 4/24 5/8 5/22 6/5 6/19 7/3 7/17 7/31 8/14 8/28
1	New Jersey Statewide Voter Registration System (SVRS	728 days	Tue 3/1/05	32. 310 32. 310 32. 310 310 710 711 713 014 0/20
2	Phase 1 - Project Initiation Phase	34 days	Tue 3/1/05	
10	Milestone 1 - Project Kickoff Meeting Completed	0 days	Wed 3/9/05	↑
41	Milestone 2 - Application Demonstration Completed	0 days	Wed 3/16/05	↑
12	Phase 2 - Business Needs Assessment / Gap Analysis	46 days	Wed 3/9/05	
43	P2a - Gap Analysis	34 days	Wed 3/9/05	
14	P2a-Gap Analysis Sessions	21 days	Wed 3/9/05	
48	P2a-Finalize Gap Templates	34 days	Wed 3/9/05	
19	P2a-Match Requirements to System Features & Capabilities	5 days	Wed 3/9/05	
50	P2a-Analyze and Prioritize Gaps P2a-Prepare Gap Templates (Documents) Per Module	2 days 5 days	Thu 4/7/05 Mon 4/11/05	
2	P2a-Prepare Gap Templates (boddinents) Fer initiative P2a-Distribute/Review/Revise Gap Templates with State Stakeholder	3 days	Mon 4/18/05	
53	P2a-Review/Submit/Obtain Signoff of Gap Templates	3 days	Thu 4/21/05	
4	P2b - Functional Requirements Specification Document (FRSD)	18 days	Thu 4/7/05	
5	P2b-Review Gap Analysis Documents	2 days	Thu 4/7/05	
6	P2b-Detail Overview, Objectives and Assumptions	10 days	Mon 4/11/05	
7	P2b-Detail Process Flows and Scenarios	10 days	Mon 4/11/05	
8	P2b-Detail Module Functionality, Screen Processing, Business Rules	10 days	Mon 4/11/05	
59	P2b-Prepare/Distribute Draft FRSD (Internal QA Review)	10 days	Mon 4/11/05	
30 31	P2b-Distribute/Review/Revise FRSD with Key State Stakeholders	3 days	Mon 4/25/05	
2	P2b-Review/Submit/Obtain Signoff of FRSD P2c - Requirements Traceability Matrix(RTM) Baseline	3 days 25 days	Thu 4/28/05 Thu 4/7/05	
3	P2c-Review Gap Analysis Documents	1 day	Thu 4/7/05	
4	P2c-Review Business Requirements	1 day	Mon 4/25/05	1 T. H.
35	P2c-Map Gathered Requirements to RFP	3 days	Tue 4/26/05	
66	P2c-Prepare/Distrbute Draft RTM (Internal QA Review)	3 days	Fri 4/29/05	
67	P2c-Distribute/Review/Revise RTM with Key State Stakeholders	3 days	Wed 5/4/05	
88	P2c-Review/Submit/Obtain Signoff of RTM	3 days	Mon 5/9/05	
69	P2d - Organizational Change Management Initialization	20 days	Mon 4/11/05	
70	P2d-Verify Business Imperatives	4 days	Mon 4/11/05	
71	P2d-Establish Sponsorship	4 days	Mon 4/11/05	
72 73	P2d-Validate Change Roles	4 days	Mon 4/11/05 Mon 4/11/05	
74	P2d-Assess Change Impact P2d-Assess Culture / Change History	4 days 5 days	Fri 4/15/05	
75	P2d-Assess culture? Change history P2d-Identify Incentives to Changes	1 day	Fri 4/22/05	
76	P2d-Develop Change Strategies	2 days	Mon 4/25/05	
77	P2d-Design Communication Program	5 days	Wed 4/27/05	
78	P2d-Develop Change Integration Program	6 days	Wed 4/27/05	
79	P2d-Obtain Approval of Change and Communication Programs	1 day	Thu 5/5/05	
80	P2d-Publish Approval Plans	1 day	Fri 5/6/05	
31	Conduct As-Is Process Assessment	20 days	Mon 4/11/05	
32	P2e - County Site Surveys	41 days	Tue 3/15/05	
83 84	P2e-Determine Site Order to Survey P2e-Arrange with Site Contacts for Visits	5 days 8 days	Tue 3/15/05 Tue 3/22/05	
85	P2e-Conduct Site Surveys	25 days	Fri 4/1/05	
36	P2e-Complete Report of County Technical Status	3 days	Fri 5/6/05	
37	Milestone 3 - Requirement Documents Accepted	0 days	Wed 5/11/05	
38	Phase 3 - Design and Implementation Planning	77 days	Tue 5/3/05	
39	P3a - Technical Architecture Design Document (TADD)	34 days	Tue 5/3/05	<u> </u>
90	P3a-Review Gap Analysis, Business and Technical Requirements	5 days	Tue 5/3/05	
91	P3a-Detail Overview, Objectives and Assumptions	5 days	Tue 5/3/05	
92	P3a-Detail Architectural Components (Hardware, Software, Design)	7 days	Tue 5/10/05	
93	P3a-Detail Development Environment	5 days	Thu 5/19/05	
94	P3a-Detail System Architecture	5 days	Thu 5/26/05	
95 ne	P3a-Detail Logical Data Model and DDL P3a-Detail Control Data Model and DDL P3a-Decare (Distribute Death Tophnical Architecture Decign Decument	3 days	Fri 6/3/05	
96	P3a-Prepare/Distribute Draft Technical Architecture Design Document (Internal QA Review)	3 days	Wed 6/8/05	
97	P3a-Distribute/Review/Revise TADD with Key IT State Stakeholders	3 days	Mon 6/13/05	
98	P3a-Review/Submit/Obtain Signoff of TADD	3 days	Thu 6/16/05	
99	P3b - Hardware and Software Deployment and Installation Plan	17 days	Tue 6/21/05	1
09	P3c - Data Modeling and Database Design	17 days	Tue 5/3/05	
10	P3c-Review FRSD, TRD and TADD	1 day	Tue 5/3/05	
11	P3c-Conduct Data Modeling Sessions To Confirm Modifications	5 days	Wed 5/4/05	
12	P3c-Identify and Document Data Model Gaps and Required Changes	5 days	Wed 5/4/05	
13	P3c-Prepare Data Model and Database Design Document P3c-Distribute/Review/Revise with Key Stakeholders	5 days	Wed 5/11/05 Wed 5/18/05	
14 15	P3c-Distribute/Review/Revise with Key Stakeholders P3c-Review/Submit/Obtain Signoff of Data Model/Database Design Docur	3 days 3 days	Wed 5/18/05 Mon 5/23/05	
16	P3d - Training and Post Implementation Support Plan	31 days	Thu 5/12/05	
17	P3d-Clarify and Define Training Needs, Requirements and Audience	5 days	Thu 5/12/05	
18	P3d-Conduct Training Analysis	10 days	Thu 5/19/05	
19	P3d-Conduct User Assessments	10 days	Thu 5/19/05	
20	P3d-Identify Training Modules and Lessons	10 days	Thu 5/19/05	
21	P3d-Identify Types of Training Materials to be Developed	10 days	Thu 5/19/05	
122	P3d-Identify Training Locations and Resources	10 days	Thu 5/19/05	
23	P3d-Prepare Detailed Training Plan and Approach	5 days	Fri 6/3/05	
124	P3d-Prepare Post Implementation Support Plan and Approach	3 days	Fri 6/10/05	

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124	P3d-Prepare Post Implementation Support Plan and Approach	3 days	Fri 6/10/05			-		
	P3d-Distribute/Review/Revise with Key Stakeholders	3 days	Wed 6/15/05 Mon 6/20/05					
126	P3d-Review/Submit/Obtain Signoff of Training and Post Implementation St	5 days 74 days	Fri 5/6/05					
141	P3e - Organization Change Management Pre-Implementation				Y			•
	Milestone 4 - Detail Design Completed	0 days	Wed 5/25/05					
142	Phase 4 - Software Modification and Testing	119 days	Mon 5/9/05		T			
143	P4a - Application Configuration/ Development	61 days	Mon 5/23/05		<u> </u>			
155	P4b - User Acceptance Test Plan (Application with Conversion Data)	24 days	Mon 5/9/05		Y	_		
156	P4b-Review Functional Requirements Specification Document	1 day	Mon 5/9/05		<u> </u>			
157	P4b-Identify State User Acceptance Criteria	5 days	Tue 5/10/05					
158	P4b-Prepare a User Acceptance Test Strategy	5 days	Tue 5/10/05		<u> </u>			
159	P4b-Prepare a User Acceptance Test Plan	5 days	Tue 5/10/05		-			
160	P4b-Create Test Cases for New/Changed Functionality	10 days	Tue 5/17/05		-			
161	P4b-Create Test Cases for Conversion/Data Migration	10 days	Tue 5/17/05					
162	P4b-Create Test Cases for Interfaces	10 days	Tue 5/17/05			-		
163	P4b-Distribute/Review/Revise with Key Stakeholders	3 days	Wed 6/1/05			-		
164	P4b-Review/Submit/Obtain Signoff of UAT Plan	5 days	Mon 6/6/05					
165	P4c - Pilot Implementation and Support Plan	25 days	Fri 7/15/05				'	
171	P4d - Training Materials and Documentation	30 days	Wed 7/20/05					
177 184	P4e - Application Manuals and Supporting documentation	45 days	Fri 8/12/05 Thu 8/11/05					
	P4f - User Acceptance Testing	32 days						
195 210	P4g- Establish Managed Server Sites	50 days 46 days	Tue 6/21/05 Mon 8/22/05					
210	P4h - Organizational Change Management Implementation							
	Milestone 5 - User Acceptance of Full Function Application Beg	0 days	Fri 8/19/05					'
218	Milestone 6 - User Acceptance of Full Function Application Completed	0 days	Mon 9/26/05					
219	Phase 5 - Pilot Implementation	57 days	Thu 8/18/05					*
220	P5a - Pilot Selection and Training	21 days	Thu 8/18/05					
228	P5b - Pilot Installation and Support	48 days	Wed 8/31/05					
238	Milestone 7 - Production Installation Certification	0 days	Thu 9/1/05					
239	Milestone 8 - Pilot Site Implementation Completed	0 days	Mon 11/7/05					
240	Phase 6 - Staged Rollout and Deployment - Remaining Sites	29 days	Tue 11/8/05					
241	P6a - Training and Assessment Survey for Full Production	29 days	Tue 11/8/05					
245	P6b - Full Deployment and Production Implementation Tracking	29 days	Tue 11/8/05					
255	Milestone 9 - All Users Trained	0 days	Mon 12/12/05					
256	Milestone 10 - Implementation Complete to all Sites	0 days	Mon 12/19/05					
257	Phase 7 - Conversion and Interface	197 days	Mon 3/14/05					
258	P7a - Data Conversion	197 days	Mon 3/14/05	· .				
259	P7a1 - Data Conversion and Migration Plan	17 days	Mon 3/14/05					
268	P7a2 - Data Conversion Results Cycle 1	35 days	Wed 4/6/05	` <u>`</u>				
269	p7a2 - Collect data from each data source	30 days	Wed 4/6/05					
270	P7a2 - Data Conversion program Development	15 days	Wed 4/6/05					
271	P7a2-Complete Code Enhancement and Interface Development Per I/	15 days	Wed 4/6/05					
272	P7a2-Complete Code Emilancement and interface Development Per in	15 days	Wed 4/6/05					
273	P7a2-Perform/Document QA Reviews (Developer, Peer, Team)	15 days	Wed 4/6/05					
274	P7a2-Conduct Internal Testing (Interface, Integration, Load, Migration, System, Network)	15 days	Wed 4/6/05	-				
275	P7a2 - Process Data through Conversion Programs	15 days	Wed 4/27/05		1			
276	P7a2 - Distribute Cycle reports to each data source contact person	5 days	Wed 5/18/05	•	Ĭ.			
277	P7a3 - Data Conversion Results Cycle 2	90 days	Wed 5/25/05				+	_
284	P7a4 - Data Conversion Results Cycle 3	74 days	Tue 9/6/05					
293	P7b - Interface	143 days	Tue 3/15/05	- 				
294	P7b1 - External Interface Design Document	48 days	Tue 3/15/05	_				
295	P7b1-Conduct Integration JAD Sessions with Relevant Parties	10 days	Tue 3/15/05					
296	P7b1-Prepare High-level Data Flow Diagrams for Interfaces	10 days	Tue 3/29/05					
297	P7b1-Prepare External Interface Integration Design Document	10 days	Tue 4/12/05					
298	P7b1-Develop Conceptual Definition of Module Interfaces and NW Infrastructure Design	10 days	Tue 4/26/05					
299	P7b1-Distribute/Review/Revise with Key Stakeholders	3 days	Tue 5/10/05		<u>i</u>			
300	P7b1-Review/Submit/Obtain Signoff of External Interface Design Do	5 days	Fri 5/13/05					
301	P7b2 Interface testing results document	95 days	Fri 5/20/05					